

### ABSTRACT

A work management apparatus generates a temporary shift table in which scheduled work times of employees are temporarily set, based on an employee information file and work management file stored in a file memory. The work management apparatus sends the generated temporary shift table to a plurality of portable terminals over a network. When receiving, over the network, response information sent from the plurality of portable terminals in response to the sent temporary shift table, the work management apparatus generates a settled shift table in which scheduled work times of employees are settled, based on the received response information. The work management apparatus automatically sends the generated settled shift table to the plurality of portable terminals over the network.